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Supervised
&
Revised

Approved
for
Release
1/1/78

SECRET

for Rec. disp. Branch

Executive Officer, Office of Personnel

22 SEP 1960

Chief, Records Management Staff

Revised Records Control Schedule

1. Your revised Records Control Schedule which was prepared by [redacted] is approved and a copy returned to you for application. The original is being retained by this Staff as the Agency's permanent record and a copy sent to the Records Center.

2. While reviewing the schedule a marked improvement was noted in the disposition instructions for many items. Several retention periods were shortened; definite periods were assigned to many items that had been previously evaluated indefinite and, in a few instances, changes from permanent to temporary retention were made. The schedule also revealed that inactive records had been destroyed or retired to the Records Center, new files, originated since the date of the previous schedule, were added, and files discontinued since that date were deleted. The overall impression gleaned from this review indicates an appreciation by your staff of the gains realized from continued records management practices.

3. To reflect the changes agreed upon during our meeting of 8 August I have had the disposition instructions rewritten for official personnel folders (Item 3 of Transactions and Records Branch), namely, that of retiring the personnel folders in toto to the Agency Records Center 30 days after separation of an employee. This procedure is in keeping with the exemption from Civil Service Commission regulations granted to CIA which permits this Agency to retain folders of separated employees.

4. There is one area where I feel that further consideration should be given to establishing more effective disposition program. The retention periods for several items in the Records and Services Division, Statistical Reporting Branch appear to be excessive but these have been approved in order to hasten the application of the remainder of the schedule. I would suggest that items composed of machine listings or statistical tabulations be re-evaluated with a view to establishing shorter retention periods. This recommendation is based on the premise that the personnel folders and other personnel records to which these tabulations relate are scheduled for destruction after a specified

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period. On this basis, there would be no need for retaining statistical tabulations and machine listings ad infinitum.

5. We appreciate [redacted] efforts in preparing the revised records control schedule and the cooperation of your entire staff for its active interest in the records management program.



Distribution:

- Orig & 1 - addressee, with copy of Schedule
- 1 - Records Center, with copy of Schedule
- 1 - RMS
- ✓ 1 - Records Disposition Branch [redacted] with Original Schedule.

Personnel
Total footage on Schedule 40-60
Permanent 98.8
Temporary 2584.7

2683.5 cu ft.

427 items

9-23-60
C.D.

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